

STATE OF MONTANA SECRETARY OF STATE RECORDS MANAGEMENT BUREAU		Records Category <	DATA PROCESSING			
GENERAL RECORDS RETENTION SCHEDULE		General Schedule Number < 6				
Item	Record Series Title	Distribution	Office	Records Center	Total	Disposition
1	Service Agreement	Information Services Div. Agency			3 years	Destroy 3 years after termination Destroy when termination
2	Data Processing Request Form	Information Services Div. Agency	2 years	3 years	3 years	Destroy when request is completed
3	Credit Memo	Information Services Div. Agency		3 years	1 year	Destroy
4	Tape Removal Authorization	Information Services Div.				Destroy when tape is destroyed
5	Agency Billing Summary	Information Services Div. Agency	3 years	4 years 1 year	4 years 1 year	Destroy
6	Network Audit Log	Agency	5 years		5 years	Destroy

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